



## City of Yakima/Yakima County Purchasing



November 15, 2013

Attention: All Proposers

Subject: Request for Proposals (RFP) No. 11322-P – Inmate Health Care for City of Yakima Municipal Jail - Addendum No. 1

Notes from Pre Proposal Meeting held on 11/13/13 at City of Yakima Municipal Jail (*Richard A. Zais, Jr. Legal Center*) and answers to questions received from potential Proposers below:

The Pre Proposal Meeting included a Q&A session of the RFP specifications and tour of the facility:

- The current medical records are kept in the medical office, which is a shared office with Corrections Sergeants.
- The archived medical records are kept in the Records Department.
- The Jail consists of four general population pods, one of which is for inmates requiring isolation. There is also a pod for inmate workers.
- The Jail also has a "rubber room", which has no cameras but is equipped with a call box and a window.
- There is an area on the booking floor designated for medical care. This is where the med cart is located. Only medical equipment is allowed on the floor – no cell phones are allowed on the floor.
- There is a restraint chair which is stored in the medical area. The chair is used approximately four times per year by corrections personnel.
- Tour also included the control room and access points and procedures for the facility. Access to the facility is gained through use of an ID badge and the office is accessed with a key.

Questions were as follows:

1. Regarding page 9, 4.4, (b): Is the "physician clinic" included in the 20 hours?

*The Contractor will provide a nurse(s) who will visit the Jail five (5) days per week (Monday through Friday) for up to four (4) hours each day and visit on Saturday and Sunday on an "as needed" basis to assess inmates presenting health problems, gather necessary health histories and records, dispense medications, refer inmates for appropriate treatment of illness/injury per discussion with Jail staff, document medical services, and maintain inmate's medical records. The nurse or physician will keep the jail staff informed of the planned scheduled hours of operation and of any changes.*

A: Yes

2. Regarding page 9, 4.4, (c): Please elaborate on requirement.

*The Contractor will provide a nurse or physician available three hundred and sixty-five (365) days per year to whom jail personnel can contact between 0600 hours and 2300 hours to assess the urgent health questions of the inmates. The physician and/or medical personnel will provide the Yakima City Jail with a list of contact information for the primary on-call designated person. As well as have a secondary person who can be called if the primary person is not reachable. The physician and medical personnel will maintain updated contact information at all times and will inform the jail staff of any changes.*

A: The Contractor must have staff on-call at all times specified. A call-back is expected within 15 minutes. Most consultations can be handled over the phone, but it may be necessary for the Contractor to come on site, based on the best judgment of the Contractor (and/or Corrections staff). Most inmates with serious conditions are sent to the County Jail or to the hospital.

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3. What is the policy regarding self-medication?  
A: Corrections staff can pass out medications four times per day during hours that the Contractor is not scheduled to work. Contractor prescribes and charts medications. Contractor will train corrections staff on how to chart medications in Contractor's absence. The Medication Call Sheet will document instructions given by Contractor over the phone. After hours during booking, corrections staff will accept medication on inmate's person or brought in by family (e.g. diabetic inmate). Corrections staff will check and document BSL's. Corrections staff will call Contractor for consultation and approval of medication administration. If not approved, medication will go into Inmate's property.
4. What percentage of the inmate population is on medication?  
A: Approximately 10%.
5. What is the policy regarding formulary medication?  
A: No narcotics are given out.
6. Does the City have a contract with a pharmacy?  
A: Yes, the City contracts with River Village. They do provide blister pack medications. Delivery is usually same day if ordered in the morning. Medications are bagged if not charted.
7. Does the City have a contract for lab or X-ray services?  
A: Inmates may be sent to County Jail if they require further care. The City has a contract with the hospital.
8. Who conducts receiving/screening of inmates?  
A: This is done by corrections staff and reviewed by Contractor. All medical paperwork is placed in the "med box".
9. What is the access to care procedure?  
A: Inmates can fill out a medical KITE/IRF, a one page form with condition specific or generic. Contractor will make decision on how to address issue. The City will charge the inmate's account.
10. What is the average daily population?  
A: Approximately 65, consisting of adult, male inmates only.
11. What is the average inmate stay?  
A: 7-9 days.
12. Does the City require a 14 day physical or TB test?  
A: No. These are only administered if indicated and/or if there is a concern raised by inmate or Contractor.
13. Do you allow self-care for inhalers?  
A: No. These are kept on the med cart and can be administered by corrections staff or Contractor as needed.
14. How often is training for corrections staff required?  
A: Training is required once per year and as needed for new hires. This training will be included in the Field Officer Training Program for new hires. The Jail has a low turnover rate.
15. Is the contract with Central Washington Comprehensive Mental Health (CWCMMH) on site or on call?  
A: Service is mostly on-call with some on-site consulting for serious mental health conditions or suicide concerns. If the condition is serious enough, the inmate will be sent to the County Jail. The City Jail can care for suicidal inmates if cleared by CWCMMH, but the City Jail is limited to the one available "rubber room".



16. Regarding page 6, 2.4, Qualifications Statement (c): Is the City business license required with the RFP submittal or may it be obtained and provided prior to award?

*Proposer shall have a valid and current business license per Chapter 5.02 Section 5.02.010 of the Yakima Municipal Code covering this type of business and shall satisfy all applicable City Code provisions.*

A: The City business license may be obtained and a copy provided prior to award of contract.

17. Regarding page 6, 2.4, Qualifications Statement (b): Is the Occupational license required with the RFP submittal or may it be obtained prior to award?

*Proposers must have and maintain an active occupational license and provide a copy of this license with their proposal. The agreement pursuant to this RFP will only be entered into with responsible Proposers, found to be satisfactory by the City, qualified by experience, and secure in a financial position to do the work specified.*

A: The Occupational license must be provided with the Proposal. Also, per item (g), 3: Resumes for Medical Director/Physician(s), nurses and any additional staff who will be dedicated to the contract must be provided with the Proposal. If there is turnover of proposed staff between the time of Proposal submittal and award of contract, acceptance by the City of replacement staff will be part of the contract negotiation process.

Also, throughout the term of the contract, any changes in staffing must be pre-approved by the City. The City reserves the right to interview proposed staff prior to approval.

18. Regarding page 6, 2.4, Qualifications Statement (d): What type of proof of insurability is required?

*Proposer must provide proof **with their submittal** that they will be able to obtain professional liability insurance and catastrophic insurance as required.*

A: Proof of insurability at the required limits of coverage and with the required Additional Insured Endorsements may be in the form of a Certificate of Insurance (can be from another contract) or a letter from an insurance broker. Insurance coverage for the City must be provided prior to contract execution.

19. Is a nurse or physician required for on-call consultation?

A: The on-call staff person does not have to be a physician, but must have the authority to prescribe medication.

20. Who is responsible for providing medical forms?

A: The City provides the intake and KITE/IRF forms. The Contractor will provide day-to-day medical forms. Any proposed changes to forms must be discussed with corrections staff.

21. Should the proposed work schedule be provided with the RFP submittal?

A: Yes. The four hours per day Monday-Friday can vary as long as the hours are planned and scheduled so that corrections staff know when to expect the Contractor to be on the premise. Clarification: The only day the City would request that the Contractor come in early would be on Mondays (in the morning). This request is due to the potential large number of inmates that they may have that require medical services and have not been attended to since the Friday night prior.

Closing comments were made by Maritza Davis, Corrections Sergeant.

**Please acknowledge receipt of this addendum on the signature page (page 15) of the RFP document.** If you have any questions please call me at (509) 575-6093.

Sincerely,



Maria Mayhue, CPPB

Purchasing Senior Buyer

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11322-P Inmate Health Care – Yakima Municipal Jail